

# NEC MINUTES

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**National Executive Committee  
Meeting Minutes  
4-5 May 2001**

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**Maxwell AFB, Alabama**

Civil Air Patrol  
National Executive Committee  
4-5 May 2001  
Maxwell AFB AL

# OPEN SESSION

CALL TO ORDER .....Brig Gen James C. Bobick, CAP  
INVOCATION.....Ch, Col James E. Moore, CAP  
PLEDGE OF ALLEGIANCE .....Col Joseph D. McMillan, CAP  
ROLL CALL .....Col Robert L. Brooks, CAP

## NATIONAL EXECUTIVE COMMITTEE

Brig Gen James C. Bobick, CAP ..... National Commander  
Col Dennis Parkhurst, USAF ..... Senior AF Advisor  
Col Richard L. Bowling, CAP ..... National Vice Commander  
Col Joseph D. McMillan, CAP ..... National Chief of Staff  
Col Larry D. Kauffman, CAP ..... National Finance Officer  
Col David N. Simmons, CAP ..... National Legal Officer  
Col Andrew E. Skiba, CAP ..... National Controller  
Col Duddly Hargrove, CAP ..... National Inspector General  
Ch, Col James E. Moore, CAP ..... National Chief of the Chaplain Service  
Col Donald N. Prouty, CAP ..... Northeast Region Commander  
Col Gene D. Hartman, CAP ..... Middle East Region Commander  
Col William S. Charles, CAP ..... Great Lakes Region Commander  
Col Joseph C. Meighan, Jr., CAP ..... Southeast Region Commander  
Col John J. Lehr, CAP (Proxy) ..... North Central Region Commander  
Col Colin F. Fake, CAP ..... Southwest Region Commander  
Col David L. Floyd, CAP ..... Rocky Mountain Region Commander  
Col Phillip Groshong CAP ..... Pacific Region Commander

## OTHER CORPORATE OFFICIALS

Col Robert L. Brooks, CAP	Executive Director
Col Scott Hamilton, CAP	Assistant Executive Director
Col Stanley Leibowitz, CAP	General Counsel
Mr. Paul J. Capicik	Director, Mission Support
Mr. Don R. Rowland	Director, Plans & Requirements
Mr. James L. Mallett	Director, Aerospace Education & Training
Mr. William R. Bean	Director, Cadet Programs
Col Scott Richards, CAP	Director, Personnel
Mr. Thomas E. Hicks	Director, Financial Management
Ms. Mary Nell Crowe	Director, Marketing & Public Relations
Col Glen Atwell, CAP	Director, Operations
Mr. Michael Button	Director, Logistics

# 4-5 May 2001

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**ATTEST:**

**OFFICIAL:**

**DAVID N. SIMMONS**  
**Colonel, CAP**  
**National Legal Officer**

**JAMES C. BOBICK**  
**Brigadier General, CAP**  
**National Commander**

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**AGENDA ITEM 1**

**MS-01-0501**

**Information**

**SUBJECT: CAP Flight Management System  
HQ CAP/MS – Mr. Capicik**

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**INFORMATION BACKGROUND:**

Numerous inspections, audits, and reviews have pointed to general weaknesses in CAP's ability to ensure our crewmembers are current and qualified prior to releasing them on a mission. In addition, our ability to record accurate and timely mission accomplishments was shown lacking. Finally, the reimbursement process has been shown to be less than adequate from both the member perspective and the auditors' needs for accuracy and accountability. Numerous methods of recording and processing the various aspects of mission activity exist throughout CAP. In an effort to standardize these processes, the NHQ staff, in conjunction with field representation, are working on a reengineered system that will standardize, streamline, and automate as much as possible the CAP flight management requirements.

This briefing will provide the NEC an overview of where development of the flight management system stands relative to meeting the requirements of OMB and SOW implementation, as well as, correcting the deficiencies pointed out in past inspections and audits.

**MR. PAUL CAPICIK/MS provided a slide briefing (Atch 1).**

**AGENDA ITEM 2**

**HC-01-0501**

**Information**

**SUBJECT: Chaplain Update**  
**National Chief of the Chaplain Service – Ch, Col Moore**

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**BACKGROUND:**

The National Chief of the Chaplain Service will provide an update on the activities of the chaplain service, and regulation changes.

**CHAP MOORE** presented a slide briefing and handed out the new chaplain's recruiting brochure.

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**AGENDA ITEM 3**

**CP-01-0501**

**Information**

**SUBJECT: National Cadet Competition Update  
HQ CAP/CP – Mr. Bean**

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**BACKGROUND:**

Mr. Bean will present a briefing on the June 2001 National Cadet Competition.

**MR. BEAN** introduced Lt Col Robert Smith who briefed that the 2001 dates for the NCC are 23 – 27 June—23rd is arrival date and 27th is departure date. He also briefed the schedule of the competition, which is available on the internet or by request, and reviewed billeting/motel availability. He expressed appreciation to the Colorado wing and LO office, as well as the CAP-USAF region liaison office for all their support provided for this event.

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**AGENDA ITEM 4**

**DO-01-0501**

**Information**

**SUBJECT: Global Personnel Recovery System  
HQ CAP/DO – Col Atwell**

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**BACKGROUND:**

Mr. Dave Affens (NASA) and Mr. Morris Hornik (DoD) will present a briefing on the proposed Global Personnel Recovery System initiative.

**Neither Mr. Affens nor Mr. Hornik was available to present a briefing. Col Atwell stated that this system is a personal ELT that individuals can carry with them in wilderness areas. This is a growing industry and CAP is prepared to become involved in this type of rescue in its search and rescue mission.**



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**AGENDA ITEM 5**

**XP-04-0501**

**Action**

**SUBJECT: Committee Report**

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**BACKGROUND:**

1. Finance Committee

Col Kauffman

**COL KAUFFMAN** handed out the National Finance Committee Minutes, 3 May 2001, with three attachments: (1) FY02 Fin Plan (Corporate Budget), (2) Status of Investments, and (3) Investment Policy (Atch 2).

The minutes were reviewed, by exception, and the following changes were made or noted:

**Paragraph 2.** Change the word, “referendum” to “resolution.”

**LATER IN THE MEETING:**

Reference funding for orientation flights and IACE. Mr. Rowland/XP stated that the validation process is on going—the Air Force auxiliary board has validated orientation flying as a requirement for CAP—but it is not funded at this time. Col Parkhurst added: “It isn’t funded in the FY02 budget because at this level we don’t have the ability to top-down and direct these kinds of things and the AFAB is working bottom-up trying to make that happen. Hopefully, there will be some push in this area.”

**Paragraph 4.a.** The National chaplain: Approved an increase of \$1,800 to cover his expenses during the past 12 months.

**Paragraph 4.i.** Four of the listed academies are planned for 2002 and \$5,000 was approved to help get these programs started as well as the possibility of a Survival School Familiarization Course. Actual costs will be provided when they have been determined.

**Paragraph 8.** It was noted that the Board of Governors, as the governing body of CAP, has control of the investments of the corporation.

**Paragraph 9.** There was clarification that the Region Chaplain Staff College can use up to \$125 per person as long as the budget item doesn’t increase.

**Paragraph 10.** Change the word “incentives” to “performance bonus.”

*COL BOWLING/CV moved and COL LEHR/NCR (proxy) seconded that the NEC authorize the Executive Director the same latitude given in the past for employee performance bonuses.*

**MOTION CARRIED**

The FY02 financial plan (corporate budget) was reviewed, by exception, and the following changes were made:

DEPT 075—CAP Chaplain Service:

*CHAP, COL, MOORE/NAT CHAP moved and COL BOWLING/CV seconded that the NEC restore the funds for Region Chaplain Staff College (Dept 075) to \$28,000.*

**MOTION CARRIED** (one opposed; one abstained)

GEN KEHOE commented that the Board of Governors might be able to help draw on more Air Force support for some of the chaplain activities that need to be developed.

GEN KEHOE also noted that since the last BoG meeting, he has written a number of letters, either congratulatory or for reinforcement. The Board of Governors has a stature that can reinforce some of the things that CAP is doing and maybe stimulate more support. He offered to sign/write letters from his level.

*COL KAUFFMAN/NFO moved that the NEC accept the National Finance Committee minutes and FY02 financial plan (corporate budget) and that they be sent to the Board of Governors for approval and then to the National Board as an informational item on the August 2001 National Board agenda.*

**MOTION CARRIED**

INVESTMENT POLICY

GEN BOBICK pointed out that as an alternative to raising dues, CAP needs to have a method of generating additional funds. CAP has a good healthy investment account and most of that money is designated for specific purposes with a set baseline. He suggested a proposal to use interest earned on the investment accounts to pay for those programs in CAP that must come from corporate funding.

*COL KAUFFMAN/NFO moved and COL CHARLES/GLR seconded that the NFC present to the August 2001 National Board a recommended cap on each investment fund and a recommendation to allow the use of the earned interest to help fund other programs in CAP. (NOTE: If the National Board accepts the recommendations, they will be sent to the Board of Governors for approval).*

**MOTION CARRIED**

**FOLLOW-ON ACTION.** Development of these proposals by the National Finance Committee. This item will be included in the August 2001 National Board agenda.

## May 2001 NEC Minutes

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### 2. Development Committee

Col Convery

#### **NEGATIVE REPORT.**

### 3. Operations Committee

Col Skiba

**COL SKIBA reported that Operations Committee action items are included in agenda items 10, 11, and 12. Also, attached is the National Operations Committee report, 31 March 2001 (Atch 3).**

### 4. Education & Training Committee

Col Pearson

**COL PEARSON reported that an Education & Training Committee action item is included in agenda item 7.**

### 5. Governance Committee

Col Franklin

**COL FRANKLIN reported that there are no outstanding or open items in the Governance Committee at this time.**

**COL McMILLAN noted that many of the assignments to the Governance Committee have escalated to the top level of the corporation because of recent activities between CAP and the Air Force. He added that later on some of that work would return to this committee.**

### 6. Strategic/Tactical Evaluation & Planning Committee

Col Tobey

#### **NEGATIVE REPORT.**

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**AGENDA ITEM 6**

**XP-05-0501**

**Action**

**SUBJECT: 2002 NEC, NCASE and National Board Dates  
HQ CAP/XP-Don R. Rowland**

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**INFORMATION BACKGROUND:**

The following dates have been coordinated on the Air University calendar and no conflict exists at this time.

Proposed dates are:

<b><u>Event</u></b>	<b><u>Date</u></b>	<b><u>Location</u></b>
Winter NB & Congressional Events	27 Feb-2 Mar 02	Alexandria VA
NCASE	3-6 Apr 02	Washington DC
NEC	3-4 May 02	Maxwell AFB AL
NB & Annual Conference	14-17 Aug 02	Philadelphia PA
NEC	8-9 Nov 02	Atlanta GA

**PROPOSED NEC ACTION:**

The NEC approve the proposed NEC, NCASE, and National Board dates for 2002.

**ESTIMATED FUNDING IMPACT:**

To be determined.

**REGULATIONS AND FORMS AFFECTED:**

None.

**COMMITTEE RECOMMENDATION:**

None required.

**NEC ACTION:**

***COL CHARLES/GLR moved and COL GROSHONG/PACR seconded that the NEC approve the proposed NEC, NCASE, and National Board dates and locations for 2002, amended to change the Nov NEC as follows: NEC, 8-9 Nov 02, Atlanta GA.***

**MOTION CARRIED**

## **May 2001 NEC Minutes**

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FOLLOW-ON ACTION. The National Headquarters calendar will be updated.

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**AGENDA ITEM 7**

**DP-04-0501**

**Action**

**SUBJECT: Ribbon Position of Crossfield and Yeager Awards  
National Education and Training Committee – Col Pearson**

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**INFORMATION BACKGROUND:**

The Crossfield award is awarded to those members who achieve a master rating in the aerospace education specialty track. Currently, CAPR 39-3, attachment 1, depicts the Crossfield ribbon lower in order of precedence than the Yeager award, which can be earned by any member. Because the Crossfield award is given to CAP's "master educators," it is reasonable that it should be considered more prestigious, and therefore, place higher in the order of precedence, than the Yeager award ribbon.

**PROPOSED NEC ACTION:**

The National Board approve a regulation change to indicate the Crossfield ribbon in the higher order of precedence than the Yeager ribbon.

**ESTIMATED FUNDING IMPACT:**

None.

**HQ CAP STAFF COMMENTS:**

HQ staff concurs with the recommendation. DP has no objection to the change; however, this will require revision to several regulations as well as the Bookstore catalog. It will also require any member having already earned both of these ribbons to remount their ribbons to adjust the order.

**REGULATIONS AND FORMS AFFECTED:**

CAPM 39-1, *Civil Air Patrol Uniform Manual*.

**COMMITTEE RECOMMENDATION:**

The National Education and Training Committee recommends approval.

**NEC ACTION:**

***COL FAKE/SWR moved and COL BOWLING/CV seconded that the NEC approve a regulation change to place the Crossfield Award, representing a master rating, in the higher order of precedence than the Yeager Award, representing the basic rating, effective no later than 1 October 2001.***

**MOTION CARRIED**

## **May 2001 NEC Minutes**

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FOLLOW-ON ACTION. Notification to the field and update of CAPM 39-1.

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**AGENDA ITEM 8**

**DP-05-0501**

**Action**

**SUBJECT: Award of Special Activity Ribbon for Cadet Officers School  
PACR/CC – Col Groshong**

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**INFORMATION BACKGROUND:**

Cadet Officers School is a Civil Air Patrol national level special activity. This activity is held at Maxwell Air Force Base, Alabama each summer, with approximately 100 cadets from all over the United States in attendance. Civil Air Patrol senior members and U.S. Air Force Reserve officers function as administrators and seminar leaders at this very important school. Currently, the award of the special activity ribbon is not made for completion of this special activity. Cadets completing the course may affix a silver star to the Billy Mitchell award and later may affix a silver star to the highest cadet ribbon worn if they enter the senior program. There is no award for senior members serving on the faculty.

**PROPOSED NEC ACTION:**

1. Add Cadet Officer School to the list of special activities listed in paragraph 20, sub paragraph d. to CAP regulation 39-3.

This action will authorize award of this ribbon upon successful completion to all cadets and senior members who participate in this activity.

2. Delete the note pertaining to wear of the silver star on the General Billy Mitchell award in section C, paragraph 14, and subparagraph h to CAP regulation 39-3.

This action will remove the current authority for award of the silver star denoting completion of Cadet Officers School.

3. Delete the paren note (Silver Star denotes COS) as depicted under the General Billy Mitchell award, attachment 2, page A2-2, CAP regulation 39-3.

This action will remove reference to placing a silver star on the Billy Mitchell award.

**ESTIMATED FUNDING IMPACT:**

To be determined.

**HQ CAP STAFF COMMENTS:**

HQ staff concurs with the recommendation.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates.*



**COMMITTEE RECOMMENDATION:**

None.

**NEC ACTION:**

***COL GROSHONG/PACR moved and COL PROUTY/NER seconded that the NEC approve the substitute PROPOSED NEC ACTION provided during the meeting.***

***COL SKIBA/NAT CON moved and COL FLOYD/RMR seconded to refer this matter (the motion to approve) to committee with the following instructions: (1) Determine whether the COS should be recognized as a special activity; (2) Determine what should be the unique recognition of COS for cadets (silver star?); (3) Determine if that recognition should be included at the senior member level.***

The above two motions were withdrawn.

***COL GROSHONG/PACR moved and COL KAUFFMAN/NFO seconded that the NEC make the Cadet Officer School a National special activity.***

**MOTION CARRIED**

GEN BOBICK clarified that with the designation of COS as a National special activity, when senior members or cadets go to COS, they are authorized the special activities ribbon. For cadets, there was no change to the star. Cadets will wear the star for COS on their Mitchell or their highest cadet award. This also means that for senior members, who earned the award as cadets, there is no change as well.

**FOLLOW-ON ACTION:** Notification to the field and update of CAPR 39-3.

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**AGENDA ITEM 9**

**FM-01-0501**

**Action**

**SUBJECT: Demand Reduction Initiatives Program  
NCR/CC – Col Waldorf**

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**INFORMATION BACKGROUND:**

Currently the drug demand reduction initiatives program mandates the accepted squadrons, wings, and regions to risk their monies when doing approved activity between 1 October and the receipt of the funding authorization document at HQ CAP. This puts an undue hardship on the units in the field.

**PROPOSED NEC ACTION:**

The NEC approve the advance of \$60,000 (approximately \$1,000 per wing/region) from the corporate budget per quarter to the DDR program to cover the expenses and to reimburse these approved activities prior to the funding authorization document.

**ESTIMATED FUNDING IMPACT:**

Upfront advance totaling \$60,000.

**HQ CAP STAFF COMMENTS:**

CAP-USAF – no objections.

The DDR Initiatives Program has averaged \$115k annually over the last three fiscal years. The Corporation's general fund, made up primarily of membership dues, is already covering DDR expenses for salaries, benefits, and travel until receipt of the funding document from the Air Force. Because of the added financial burden to the general fund, the quarterly amount advanced to the program should be \$30k instead of \$60k.

**REGULATIONS AND FORMS AFFECTED:**

None.

**COMMITTEE RECOMMENDATION:**

To be determined at May 2001 finance committee meeting.

**NEC ACTION:**

**This item was referred to the finance committee and is covered in the National Finance Committee minutes, 3 May 2001.**

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**AGENDA ITEM 10**

**LG-05-0501**

**Action**

**SUBJECT: Cessna Pilot Seat Track Lock  
Operations Committee – Col Skiba**

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**INFORMATION BACKGROUND:**

The pilot seat track floor mounted locks currently installed in older model Cessna corporate aircraft are not a mandatory FAA requirement. The installation of these locks was mandated by National Headquarters as an additional measure to prevent pilot seat slippage resulting from improper locking of the pilot seat due to worn locking pin holes in the pilot seat track. Subsequent airworthiness directives from the FAA require mandatory inspections of the track locking pinholes and replacement of the tracks that fail inspection. The tracks are inspected as part of the 100-hour and annual inspection requirements.

These optionally floor mounted lever type locks are difficult to operate and generally require a pilot to use both hands to slide the lever into the unlock position and slide the seat rearward at the same time. These awkward procedures are compounded when the pilot or other flight crewmembers are wearing bulky winter weather flight clothing and gloves. The potential safety benefits of the original installation of the lever type lock become questionable when viewed with the difficulty of operating this mechanism.

Current factory produced Cessna aircraft have a completely redesigned seat rail system which eliminated the seat slippage problem.

**PROPOSED NEC ACTION:**

The NEC approve that the retention of the floor mounted supplemental pilot seat lock become optional. The option to retain/not retain the use of the lever type seat lock will be based on the following conditions:

- Satisfactory inspection of the pilot seat rails by a FAA certified mechanic at each required aircraft maintenance inspection.
- Removal of the lever seat lock lever will improve the ability of the flight crew to slide the pilot seat rearward for egress from the aircraft under all conditions, i.e. winter flight clothing, etc.
- Verification that removal of the lever type seat lock is not a violation of any FAA airworthiness directive or mandatory Cessna Aircraft Company requirement.
- Increased pilot awareness and verification that seat is locked properly prior to take off.

**ESTIMATED FUNDING IMPACT:**

Funding impact should be minimal based on mechanic charges to remove lock from aircraft where appropriate.

**HQ CAP STAFF COMMENTS:**

HQ staff concurs with the recommendation.

**REGULATIONS AND FORMS AFFECTED:**

To be determined.

**COMMITTEE RECOMMENDATION:**

The committee makes a motion that the Cessna aircraft pilot seat lever type locking mechanism be removed or retained based on the conditions specified in the NEC recommended action paragraph.

**NEC ACTION:**

***COL SKIBA/NAT CON moved that the NEC approve the removal of the floor mounted supplemental pilot seat lever type locking mechanism in all CAP Cessna aircraft. The following requirements are mandatory:***

- Satisfactory inspection of the pilot seat rails by a FAA certified mechanic prior to the removal of the floor mounted supplemental pilot seat locks authorized by this agenda item.**
- Satisfactory inspection of the pilot seat rails by a FAA certified mechanic at each required aircraft maintenance inspection.**
- Increased pilot awareness and verification that seat is locked properly prior to take off.**

**MOTION CARRIED**

**FOLLOW-ON ACTION: Implementation of new policy and change to CAPR 60-1.**

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**AGENDA ITEM 11**

**DO-02-0501**

**Action**

**SUBJECT: Pilot Reimbursement Rate CAPR 50-11  
Operations Committee – Col Skiba**

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**INFORMATION BACKGROUND:**

CAPR 50-11, Flight Clinics, has not been revised since January of 1986. As an incentive to CAP pilots to attend authorized safety flight clinics, and help defray the costs of attendance, a reimbursement rate of \$20.00 per pilot is currently authorized. This rate was never intended to totally pay for all the costs associated with satisfactory completion of all the requirements of the flight clinic.

Historically, the budget for this activity has never been exceeded and wings which request additional clinics in the same budget year have been approved, up to the limits of the budget.

The benefits in increased pilot knowledge and safety improvement far exceed the costs of the clinics to CAP.

Fuel and maintenance costs have increased dramatically since this reimbursement rate was established. An increase to the pilot reimbursement rate is appropriate and will provide an incentive to pilots to attend safety flight clinics.

**PROPOSED NEC ACTION:**

The NEC approve the pilot reimbursement rate in CAPR 50-11, paragraph 4 be increased to \$40.00 per pilot and the wing administration reimbursement be increased to \$5.00 per pilot attending.

**ESTIMATED FUNDING IMPACT:**

Current FY01 program is budgeted to \$5000.00. Previous year expenditures have been less than \$2500. Retain the current budget level.

**HQ CAP STAFF COMMENTS:**

HQ CAP staff concurs with the recommendation.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 50-11, *Flight Clinics*.

**COMMITTEE RECOMMENDATION:**

The committee makes a motion that the pilot reimbursement rate contained in CAPR 50-11 be increased to \$40.00 per pilot and the wing administration rate be increased to \$5.00 per pilot.

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CAPR 50-11 shall be revised to reflect these changes and any others that may be appropriate.

### **NEC ACTION:**

***COL SKIBA/NAT CON moved* that the NEC approve the PROPOSED NEC ACTION as presented.**

### **MOTION CARRIED**

**There was clarification that the requested funds are within the proposed CAP FY02 budget.**

**FOLLOW-ON ACTION: Notification to the field and change CAPR 50-11.**

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**AGENDA ITEM 12**

**DO-03-0501**

**Action**

**SUBJECT: CAPR 173-3 Reimbursement Rates  
Operations Committee – Col Skiba**

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**INFORMATION BACKGROUND:**

Current reimbursement rates for corporate and member owned aircraft hours are based on a composite rate which includes both fuel cost and a per hour maintenance rate. The rate includes an adjustment for member owned aircraft used on authorized missions. The rates are reviewed annually to ensure they are reasonably current with existing costs. With the current economic conditions, fuel costs have had rapid fluctuations in the per gallon cost and in most cases have significantly increased.

In order to have an overall reimbursement rate that is more in line with current costs; it would be more appropriate to separate the reimbursement procedures to show actual fuel costs, verified by a vender receipt. Aircraft maintenance reimbursements should be based on aircraft type, but adjusted to reflect current costs based on engine horsepower, etc. An adjustment for member owned aircraft should be made to reflect the proposed changes.

An attached fuel price summary obtained from Internet sources is provided to show the variation in fuel prices by FBO's throughout the country.

**PROPOSED NEC ACTION:**

The NEC approve the recommended changes in CAPR 173-3 to reflect a reimbursement rate for actual fuel costs, and a maintenance rate IAW with the table below as prepared in the operations committee recommendation.

**ESTIMATED FUNDING IMPACT:**

To be determined by NHQ staff as appropriate.

**HQ CAP STAFF COMMENTS:**

HQ CAP staff recognizes the real concerns CAP members have about this situation. Operations has no objection with the concept of reimbursing actual costs for fuel and oil plus a standard maintenance rate. The numbers in the example may need a closer evaluation since they may provide less for maintenance than is presently paid. Another factor in the overall reimbursement relates to major maintenance reimbursements authorized by HQ/LGM. In the future LGM will authorize only those items allowed by CAPR66-1. These are: (1) engine changes, engine top-overhauls, and cylinder repair/replacement (2) Propellers and prop governor overhauls (3) New avionics packages (4) exterior paint and (5) Interior refurbishment. Additionally, CAP's exemption to FAR 61.113(e) which permits our private pilots to be reimbursed for certain costs associated with Air Force assigned mission requires that we give the FAA 30 days notice before we change the CAPR 173-3 reimbursement rates.

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**REGULATIONS AND FORMS AFFECTED:**

CAPR 173-3, *Payment for Civil Air Patrol Support.*

**COMMITTEE RECOMMENDATION:**

The committee makes a motion that CAPR 173-3 be amended as follows:

Reimbursement rates for fuel used should be separate from the hourly maintenance reimbursement rates and shall be supported by a vendor receipt.

Maintenance reimbursement rates for corporate and member aircraft shall be as follows:

TYPE 1 A/C- \$20.00/hr	C-152 and similar
TYPE 2 A/C- \$26.00/hr	C-172 and similar
TYPE 3 A/C- \$30.00/hr	C-182 and similar
TYPE 4 A/C- \$33.00/hr	C-185/206 and similar
TYPE 5 A/C- \$40.00/hr	DHC-2
TYPE 6 A/C- \$70.00/hr	TWIN engine aircraft, 200 HP or less engines
TYPE 7 A/C- \$80.00/hr	TWIN engine aircraft, greater than 200 HP per engine

Member owned single engine aircraft should have a maintenance override of \$10 per hour and a \$20.00 per hour override for multiengine aircraft.

**EXAMPLE OF CORPORATE AIRCRAFT REIMBURSEMENT:**

C-182 2 hours Hobbs meter

28 gals fuel @ \$2.50/gal =	\$70.00 (actual cost)
2 hours x \$30.00 Maint. =	\$60.00
Total Reimbursement =	\$130.00

**EXAMPLE OF MEMBER OWNED REIMBURSEMENT**

PA-28-200/201 2 hours Hobbs meter

26 gals fuel @ \$2.50/gal =	\$65.00 (actual cost)
2 hr. Maint @ \$30.00/hr =	\$60.00
2 hrs. Maint adj.\$10.00/hr=	\$20.00
Total Reimbursement =	\$145.00

**EXAMPLE OF MEMBER OWNED TWIN 200 HP ENGINES**



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2 hrs fuel 24 gals @ \$2.50 =	\$60.00
2 hrs Maint @ \$70.00/hr =	\$140.00
2 hrs Maint @ \$20.00/hr =	\$40.00
Total Reimbursement =	\$240.00

### EXAMPLE OF MEMBER OWNED TWIN 285 HP ENGINES

2 hrs fuel 28 gals@ \$2.50/gal =	\$70.00
2 hrs Maint @ \$80.00/hr =	\$160.00
2 hrs Maint adj. @\$20.00/hr =	\$40.00
Total Reimbursement =	\$270.00

Counter drug reimbursements for twins shall be at special rates as agreed to.

### NEC ACTION:

***COL SKIBA/NAT CON moved and COL FLOYD/RMR seconded to table this agenda item until Saturday, 5 May 2001.***

### MOTION CARRIED

***On Saturday morning, COL SKIBA/NAT CON moved and COL PROUTY/NER seconded to bring this agenda item back on the table.***

### MOTION CARRIED

**COL SKIBA/NAT CON handed out a substitute agenda item 12 (Atch 4). He asked that the EXAMPLES OF CORPORATE AIRCRAFT REIMBURSEMENT be deleted.**

***COL SKIBA/NAT CON moved that the NEC approve the substitute agenda item 12 PROPOSED NEC ACTION (as referenced in the substitute agenda item 12 COMMITTEE RECOMMENDATION).***

### MOTION CARRIED

**FOLLOW-ON ACTION: Notification to the field and change to CAPR 173-3.**

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**AGENDA ITEM 13**

**LG-06-0501**

**Action**

**SUBJECT: Logistician of the Year Award  
HQ CAP/LG – Mr. Button**

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**INFORMATION BACKGROUND:**

Currently there is no formal award program for logistics officers. With the transfer of logistics responsibility from CAP USAF to CAP on 1 October 2000, it is important that CAP recognize members who have made substantial logistics contributions. The Logistician of the Year Award should be established to recognize a current member who has made a significant contribution to the CAP Logistics Program. The Logistician of the Year Award program will be established and administered similar to those in CAPR 100-1, Communications; and CAPR 62-1, Safety.

**PROPOSED NEC ACTION:**

The NEC approve the establishment of a Logistician of the Year Award.

**ESTIMATED FUNDING IMPACT:**

Cost of yearly award. Price to be determined.

**HQ CAP STAFF COMMENTS:**

Recommend approval.

**REGULATIONS AND FORMS AFFECTED:**

To be determined.

**COMMITTEE RECOMMENDATION:**

None required.

**NEC ACTION:**

***COL CHARLES/GLR moved and COL SIMMONS/NLO seconded that the NEC approve the PROPOSED NEC ACTION as presented.***

**MOTION CARRIED**

The NEC agreed to a proposed implementation date of August 2002.

**FOLLOW-ON ACTION: Implementation of award criteria with the first presentation at the summer 2002 National Board meeting.**

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**AGENDA ITEM 14**

**LG-07-0501**

**Action**

**SUBJECT: CAP Vehicle Fleet Increase  
HQ CAP/LG – Mr. Button**

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**INFORMATION BACKGROUND:**

In the early to mid 1990s the NEC established a driven vehicle fleet size standard of 950. Recent completion of a vehicle analysis by CAP LGT, in accordance with the Statement of Work, has justified a fleet size of 980. This number includes vehicles used by LOs and LNCOs and vehicles to be used by RDAEs and ICAMS. The analysis was forwarded to CAP-USAF and the Air Force Logistics Management Agency. It was reviewed and approved by CAP-USAF and was pivotal to the lifting of the freeze on vehicle acquisition.

**PROPOSED NEC ACTION:**

The NEC approve raising the vehicle fleet size standard to 980 vehicles.

**ESTIMATED FUNDING IMPACT:**

None at this time. However, it will require incremental POM build over next several submittals. Fleet analysis will be accomplished biannually in accordance with the SOW.

**HQ CAP STAFF COMMENTS:**

Recommend approval. There are currently 890 driven vehicles in the vehicle fleet. The FY 01 vehicle acquisition plans for the attrition of approximately 30 old vehicles and the purchase of approximately 60-70 new vehicles bringing the fleet size 920-930.

**REGULATIONS AND FORMS AFFECTED:**

None.

**COMMITTEE RECOMMENDATION:**

To be determined.

**NEC ACTION:**

***COL GROSHONG/PACR moved and COL BOWLING/CV seconded that the NEC approve the PROPOSED NEC ACTION as presented.***

**MOTION CARRIED**

**COL PARKHURST pointed out that there are currently 42 vehicles in the CAP fleet being used by the LOs/LNCOs. CAP-USAF is working diligently to acquire the funds to replace those vehicles with GSA vehicles as the LOs/LNCOs revert back to Air Force supervision. Because of the cost involved, this transition will most likely be gradual over the next few**

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**years and the 42 vehicles now used by the LOs/LNCOs eventually will go back to CAP. Future studies will revalidate the authorized fleet size for CAP.**

**There was discussion on the types of vehicles being purchased for CAP. The National Commander emphasized that all vehicles purchased must be for direct mission support, even though they can be used for administrative or other official purposes.**

**FOLLOW-ON ACTION: Fleet size now at 980 and continue the vehicle purchase for this year.**

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**AGENDA ITEM 15**

**Action**

**SUBJECT: Additional Old Business**

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**1. ITEM: Corporate Aircraft Distribution (CAD) Committee**

NEC will be presented an update on the CAD committee.

Committee members:

Col Philip S. Groshong - Chair  
Col John M. Scorsine – Small wing  
Col Donald B. Angel – Medium wing  
Col Robert T. Townsend – Medium wing  
Col Richard A. Greenhut – Large wing  
CAP-USAF representative  
HQ CAP/EXA  
HQ CAP/DO  
HQ CAP/LG

**GEN BOBICK** noted that the CAD committee members were named, but due to a miscommunication, the members were not notified. Therefore, the interim report to the NEC is that the committee has been formed and they are in the process of working the tasking to the committee. The Chair of the committee confirmed that recommendations of the CAD committee would be ready for the August 2001 National Board meeting.

**GEN BOBICK** reminded the NEC that the CAD committee is a stand-alone committee and once the report is made in August, this committee will cease to exist.

**NOTE:** Add the following names to the list of committee members:

**Lt Col Richard Dockery, USAF, CAP-USAF SWLR – CAP-USAF representative**  
**Col Scott Hamilton – HQ CAP/EXA**  
**Maj John Sharp – HQ CAP/DO representative**  
**Mr. Mike Button (or Mr. Nelson Daniel) – HQ CAP/LG**  
**Col Andrew Skiba -- Advisor**

**FOLLOW-ON ACTION:** committee action. This item will be included in the August 2001 National Board agenda.

**2. ITEM:** Status of Liaison Officers/Liaison NCOs (LO/LNCO) (Agenda Item 18, Item 1. National Board Meeting 2-3 Mar 2001)

**COL PARKHURST** stated that since he is retiring this summer, he has delegated a fair share of this project to his vice commander, Col Mark Richardson.

COL RICHARDSON briefed that in the early negotiations for personal services contracts for the LOs/LNCOs, the issue of FECA/FTCA coverage was unknown for a while so the costs for private insurance coverage were explored as well as the financial impact on the LOs/LNCOs. Later the Department of Justice ruled against FECA/FTCA coverage for the LOs/LNCO. Through the efforts of Lt Gen Lord (AU/CC) and Brig Gen Bishop (AFAB), a decision was made to seek Civil Service status for the LOs/LNCOs. Because of the force draw down, Air Force manpower has many Civil Service slots available. The Air Force will make these slots available and fund the LO/LNCO structure.

As a civil servant, the LOs/LNCOs are covered by FECA/FTCA. They can supervise the reservists. They can sign the Form 108 as a government agent as well as authorize government travel. There are many things that civil servants can do, which make it perfect match for the LOs/LNCOs. The positions will be advertised and the current LOs/LNCOs will need to get qualified for federal service. A lot of options are being looked at. There is no guarantee the incumbents will be hired. When the job descriptions (containing all the duties they are currently doing) go to the Air Force Personnel Center, the GS ratings will be assigned. Also, when the civil service jobs (which will be designated as “permanent”) are advertised, they cannot be limited to retired officers or NCOs. The name of the position will probably change. The issue of a dress code (type of clothing or nameplate identifying the position) will be addressed. The numbers and locations will remain, as they are today—89 total. It is premature at this time to talk about changing the numbers. The change over should be effective 1 October 2001.

COL PARKHURST added that the Air Force is moving as quickly as possible to convert all the office equipment from its current status, which is corporate, to Air Force-provided equipment.

### 3. ITEM: Board of Governors Alternates

GEN BOBICK briefed that at the first Board of Governors meeting, logic dictated that alternates are needed, and some members of the Board of Governors pressed ahead with naming an alternate. However, there were no provisions in the law for alternates, therefore, legally there is no way to have alternates. This issue will be addressed at the next Board of Governors meeting. If the legal position changes to allow for alternates, CAP needs a position as to how the alternates for the CAP members of the board are selected.

*COL GROSHONG/PACR moved and COL McMILLAN/CS seconded that, if alternates are approved for the Board of Governors, the NEC be the approval authority for CAP designated alternates.*

### MOTION DID NOT PASS

*COL CHARLES/GLR moved and COL FLOYD/RMR seconded that the NEC select alternates to the Board of Governors.*

### MOTION CARRIED

***COL SKIBA/NAT CON moved and COL PROUTY/NER seconded that the NEC shall select alternates for the two CAP at-large members from the final ballot from which each primary member was selected.***

**MOTION CARRIED**

***COL GROSHONG/PACR moved and COL FLOYD/RMR seconded that the NEC task the National Legal Officer to call those persons on the final ballot from which each primary member was selected to see if they would be willing to serve. If so, the NEC shall select an alternate for Col Bob Bess and Col Mike Pannone from among the original applicants for the positions.***

**MOTION PASSED (one opposition; one abstention)**

It was pointed out that the CAP Constitution and Bylaws would have to be changed to include these provisions

**LATER IN THE MEETING:**

At the Saturday meeting, Gen Bobick stated that the Chairman of the Board of Governors has advised him that alternate members have been ruled illegal. Therefore, the subject of alternates will not be addressed at the next Board of Governors. As a matter of information the legal ruling resulted from input from Air Force, CAP, and government legal staffs. Corporate common law prevents the use of alternate members for this kind of board.

**4. ITEM:** Specialty Badges Heraldry (Agenda Item 17, NEC Meeting, 3-4 Nov 2000—originally approved NEC May 2000)

GEN BOBICK briefed that the die-cast costs for the eight specialty badges are very significant, ranging from \$500 to \$1500 each, which could result in an adverse effect on the Bookstore due to the number of years it would take to break even. He recommended that the NEC authorize reimbursement from corporate funds to the Bookstore for only the die-cast costs. The Bookstore will still pay for the manufacture of the devices and recoup that cost through the sale of the devices in the usual manner that they do business. The total estimated cost for the die-casts is between \$6,000 and \$8,000.

***COL BOWLING/CV moved and COL KAUFFMAN/NFO seconded that the NEC approve the reimbursement to the Bookstore for the die-cast costs of the eight specialty badges previously approved.***

**MOTION CARRIED**

**FOLLOW-ON ACTION: FM reimburse the Bookstore for the die-cast costs for the specialty badges.**



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**AGENDA ITEM 16**

**Action**

**SUBJECT: Additional New Business**

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**ITEM 1. Access to Information on CAP Watch**

**COL CHARLES/GLR** asked how to get mailing address for members in his region from CAP Watch. The information was provided by MS and demonstrated on the screen.

**MR. CAPICIK/MS** reported that also, on a limited basis, directors of special activities would be given access to needed national-level information pertaining to the attendees. Also, with reference to MSAs, commanders will be able to tell their web administrative people to give permission to those people who absolutely need social security numbers for that purpose. Mr. Capicik has also requested the Air Force to allow the use of CAP ID numbers on MSAs instead of the social security number. Mr. Capicik will also provide access, as necessary, for MSAs for national activities. He added: "As these situations arise, let us know. The permission system is very flexible on who can see what information. If there is a requirement, we will make the information available."

**ITEM 2. Senior Level Professional Training Awards/Ribbons**

**COL BOWLING/CV** referenced a letter from the National Historian requesting that the NEC look at senior level professional training awards/ribbons. He quoted from the letter: "Currently we have the following additions to the current awards for the senior member program:

Paul E. Garber Award, successfully complete Level IV training requirements, a Bronze Star will be added for Squadron Officer School.

Gill Robb Wilson Award; successfully complete Level V training requirements, a Bronze Star will be added for Air Command and Staff College.

Silver Star will be added to denote the completion of Air War College. The Silver Star replaces the Bronze Star if both devices are not worn on the same ribbon.

The National Historian recommends that CAP develop a new ribbon, one that would be able to display properly one's achievements in CAP professional education program. This award might be called the Senior Level Professional Training Award/Ribbon. Using this new senior level professional training award/ribbon, senior members can show participation in many professional training activities they need for advancement in CAP. This ribbon would be awarded for successful participation but should not be limited to the following currently recognized CAP courses: Corporate Learning Course, Region Staff College, National Staff College, for an officer, Air Command and Staff College, Air War College, and any nationally approved professional training program like the ones above. The criteria will be: The basic ribbon will be awarded for participation in CLC and region staff college. Participation in any other wing, region schools would add a bronze clasp. Attending the National Staff College would add a Bronze Star attachment. Squadron

Officer and Air Command and Staff Colleges would be shown by the addition of a bronze star. A Silver Star would recognize Air War College. The precedence of this award would be after the leadership award and before the Grover Loening Aerospace Education Award.”

*COL FAKE/SWR moved and COL GROSHONG/PACR seconded that the NEC refer this recommendation to committee.*

### **MOTION CARRIED**

**FOLLOW-ON ACTION.** Col McMillan will task the development committee to evaluate this recommendation.

#### **ITEM 3. New Oklahoma Wing Commander**

**GEN BOBICK** announced that Colonel Virginia Keller is the Oklahoma wing commander, effective 23 April 2001.

#### **ITEM 4. CAP Point of Contact in the Pentagon**

**GEN BOBICK** reported that Brig Gen Rod Bishop, CAP’s current point of contact in the Pentagon, has been reassigned as Director of Strategy, Policy, and Plans, J-5, USAF Southern Command. His replacement will assume the CAP responsibilities.

#### **ITEM 5. New Air University Commander**

**COL PARKHURST** reported that Lt Gen Lance Lord will become the Assistant Vice Chief of Staff for the Air Force. His replacement is Lt Gen Donald A. Lamontagne. The change of command will be next Tuesday (8 May 2001).

#### **ITEM 6. CAP Flight Operations**

**GEN BOBICK** wrote a letter to the region and wing commanders, Subject: CAP Flight Operations. He asked if everyone understood what happened. He emphasized that everyone needs to be very careful. He solicited the support of the region commanders to make sure this is done.

#### **ITEM 7. Cadet Advisory Council Handbook**

**GEN BOBICK** stated that the final draft is completed for the Cadet Advisory Council Handbook. He stated: “The NCAC have been working on this for years and have done an

exceptional job. If you haven't seen it, please get a copy and read it. If you have comments, please get them to the chairman of the NCAC. I ask you again to emphasize to all your wing commanders and have them emphasize to the squadron commanders the importance of the various cadet advisory councils. We are not getting the support across CAP that we need. Please emphasize in your staff meetings the value of the Cadet Advisory Council. We all need to support them and it would show the cadets that we truly mean and feel that they are equal partners."

#### **ITEM 8. Advertising Decal Graphics**

COL PROUTY/NER stated that some of the states do not allow billboards for advertising, and those states are somewhat hampered in the CAP public relations campaign.

*COL PROUTY/NER moved and COL CHARLES/GLR seconded that the NEC direct the marketing department to size some of the billboard decal graphics for display on semi-tractor trailers that could be used to travel through the states that don't allow billboards.*

#### **MOTION CARRIED**

It was pointed out that this is an unfunded requirement.

**FOLLOW-ON ACTION:** As money is available, PA will acquire billboard decal graphics for use on semi-tractor trailers.

#### **ITEM 9. Waiver for Permanent Medical Retirement**

GEN BOBICK stated that there are dedicated CAP members who may never become eligible for retirement because they have to leave CAP service due to medical conditions.

*COL BOWLING/CV moved and COL FLOYD/RMR seconded that waivers for permanent medical retirement will be considered, based on region commander recommendations, for those members with a minimum of 5 years continuous service as a senior member who are no longer physically capable of performing their duties for CAP.*

#### **MOTION CARRIED**

**FOLLOW-ON ACTION:** Notification to the field and change to CAPR 35-1.

#### **ITEM 10. National Staff College Application (Form 17) Approvals**

COL PEARSON, NSC director handed out an agenda item (Atch 5).

*COL CHARLES/GLR moved and COL GROSHONG/PACR seconded that the NEC approve*

the PROPOSED NEC ACTION as presented. The motion reads: “The NEC change the existing Form 17 procedure that requires both wing and region commander’s approval for wing assigned personnel. The change is as follows: wing commander’s approval for personnel assigned within their wings and region commander’s approval for their wing commanders and the region staff personnel.”

### **MOTION CARRIED**

**FOLLOW-ON ACTION:** Notification of signature changes to the field and update Form 17.

#### **ITEM 11. Permanent Vehicle Decals**

*COL GROSHONG/PACR moved and COL CHARLES/GLR seconded that in the new DRAFT CAPR 77-1, paragraph 9, the word “permanent” be added for 8 inch decals so that it reads: “Only permanently affixed 8” inch decals will be affixed on vehicles, in lieu of magnetic decals.”*

### **MOTION CARRIED**

**FOLLOW-ON ACTION:** Update DRAFT CAPR 77-1 to reflect this change.

#### **ITEM 12. Policy on Promotion Waivers**

*COL PROUTY/NER moved and COL FAKE/SWR seconded that the NEC affirm the policy for promotion waivers: (1) there will be no waivers for training, (2) up to one-half time in grade may be waived, (3) individuals may only have one waiver in their CAP career, and (4) the approval level for promotion waivers is at the region commander level.*

### **MOTION CARRIED**

There was clarification that this policy does not apply to new members of CAP on their initial appointment that bring some unique skills to the organization.

**FOLLOW-ON ACTION:** The National Commander will send a letter to the National Board reminding commanders of the policy.

#### **ITEM 13. Automation of Administrative Processes**

COL HARTMAN/MER stated that through the years there have been complaints about how long it took to get return of business from National Headquarters. In his region, Col Hartman established a system of forwarding recommendations the same day of receipt.

*COL HARTMAN/MER moved and COL CHARLES/GLR seconded that the National Headquarters staff review the current signature and paper requirements for various*

processes and recommend changes that would facilitate an automation of those processes. Specifically those transactions that could be processed using the CAP web site permission system as well as the use of digital signatures that meet the requirement of the new legislation. An initial report at the August 2001 National Board meeting, and a final report at the next fall NEC.

### **MOTION CARRIED**

**FOLLOW-ON ACTION.** This item will be staffed at National Headquarters and included in the August 2001 National Board agenda (interim report) and in the November 2001 NEC agenda (final report).

#### **ITEM 14. Recognition of Founding/Charter Members of CAP**

**COL FRANKLIN/GA** recommended special recognition for the remaining founding members of CAP. There is an individual residing in Georgia that he would like to see recognized.

**MS. CROWE/PA** stated PA is trying to gather the names of charter members and are encouraging their attendance at the August 2001 National Board meeting. No decision has been made yet as to what that recognition will be. She added that for the 60th anniversary gala on 1 December 2001 in Washington DC, PA would identify and recognize the surviving CAP sub-chasers.

**GEN BOBICK** tasked the eight region commanders to diligently collect the names of founding and charter members, current or retired, and provide their names to PA, no later than 1 July 2001.

**ACTION:** CAP will recognize the founding and charter members at the August 2001 National Board, and the sub-chasers at the 60th anniversary gala, 1 December 2001.

### **ADMINISTRATIVE/ANNOUNCEMENTS/APPRECIATION**

1. Gen Bobick presented NEC badges to the two new non-voting members of the National Executive Committee: Col Duddly Hargrove, National IG, and Chap, Col, James E. Moore, National Chief of Chaplain Service.

2. Gen Bobick announced that the March 2001 National Board authorized senior members who are retired NCOs to retain their military rank. Those members who wish to become NCO members need to notify DP so a new ID card can be issued.

3. Gen Bobick reminded that the cut-off date for submission of applications for the CAP National Commander and Vice Commander is 16 May 2001. Four applications have been received to date: One for National Commander (Col Rick Bowling), and three for National

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**Vice Commander (Col Dave Simmons, Col Phil Groshong, and Col Ernie Pearson).**

- 4. Col McMillan/CS announced the availability of a new satellite tool kit disc. He provided discs to the NEC members who did not get one or those who needed one.**
- 5. Gen Bobick announced that Lt Col Drew Alexa's title has been changed to "Director, Advance Technologies" to more correctly delineate the position and the tasking.**
- 6. Gen Bobick recognized the NEC members whose terms could possibly expire before the next meeting: Col Joe McMillan, Col Larry Kauffman, Col Andy Skiba, and Col Dave Simmons and Col Dennis Parkhurst. The CAP-USAF change of command is 16 July 2001. Appreciation was expressed to Col Parkhurst with the sentiments that he has been one of the best commanders for CAP-USAF and has clearly been an ardent and most productive supporter of Civil Air Patrol in all of its endeavors.**
- 7. Gen Bobick recognized members of the Board of Governors attending on Saturday morning: Lt Gen Nicholas Kehoe, Chairman; Mr. Bruce Baughman, representative of FEMA; Brig Gen John Spiegel, SAF/MI; and the two CAP members-at-large: Col Bob Bess and Col Mike Pannone.**
- 8. Gen Bobick announced that PA has copies of the 60th anniversary logo on CD available for use in regions and wings. They were made available to NEC members**

### **ADJOURNMENT**

***COL BOWLING/CV moved and COL PROUTY/NER seconded that the NEC adjourn.***

### **MOTION CARRIED**

**THE NEC ADJOURNED AT 3:20 PM ON SATURDAY, 5 MAY 2001.**